

# STARTING A COURT A&D PROGRAM

This following is a brief checklist of the steps a court should take to start a Court Alcohol and Drug Program. Sample forms, letters, and materials may be obtained by contacting A&D staff at the Indiana Judicial Center or at <http://www.in.gov/judiciary/cadp/start.html>.

1. **Consult with IJC** regarding:
  - a. selecting the type of program,
  - b. obtaining the local support of the County Council,
  - c. hiring a program director,
  - d. securing facilities,
  - e. drafting a policies and procedures manual
  - f. reviewing list of pre-approved education curricula
  - g. making contact with local treatment providers, and
  - h. planning for credentialing of professional staff.
2. **Submit the provisional application to IJC**, with
  - a. a letter from the sponsoring court requesting approval to establish an A&D program,
  - b. a policies and procedures manual developed in accordance with the Rules, and
  - c. any other supporting documents.
3. **Receive IJC approval**, in the form of a written statement approving the establishment of the A&D program and the plans for its operation.
4. **Receive and document legislative or appropriating body approval**, by
  - a. submitting a petition for approval by written order or resolution of the program to the body from which the court derives its funds, and
  - b. forwarding a copy of the written order or resolution to IJC.

5. **Establish fees.**

- a. The program must then establish procedures, directives, and guidelines concerning the receipt of, accountability for, and disbursement of fees and revenue.
- b. The program may also set and require the assessment and collection of fees authorized by IC 12-23-14-16.
- c. Establish local rule for program fees with assistance of State Court Administration.

6. **Receive a provisional certification.**

- a. Once IJC has received the written order or resolution of the legislative or appropriating body, the A&D program is provisionally certified to begin IC 12-23-14 services.
- b. The provisional certification is valid for 180 days of operation, during which time IJC will review the program's actual delivery of services and record-keeping practices.

7. **Receive a four or one year certification.**

- a. IJC must issue a four-year certification if the sponsoring court has demonstrated that:
  - i. the program will provide the services required by statute and the Rules,
  - ii. the program has the capability to provide the services,
  - iii. adequate revenues and resources will be provided to support the program and its services,
  - iv. the services will be delivered through methods likely to assure benefit to program clients, and
  - v. the court and the program will be operated in compliance with IC 12-23-14, the Rules, and applicable federal and state laws.
- b. IJC may issue a one-year certificate if:
  - i. one or more certification areas are rated unsatisfactory, and
  - ii. continued operation of the program does not appear to present an imminent danger to the welfare of the clients or the public.